



MEETING OF: February 11, 2014

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TITLE: Governing Board Policy JC - School Attendance Boundaries

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ITEM #: 12

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Information:

Study:

Action: X

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PURPOSE:

Governing Board review and approval of the policy related to school attendance boundaries. This policy governs the boundary review and student assignment programs required by State Law and the Unitary Status Plan (USP).

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DESCRIPTION AND JUSTIFICATION:

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BOARD POLICY CONSIDERATIONS:

The attached Policy JC implements A.R.S. §15-341(A)(41) and the Unitary Status Plan. These requirements and how they are addressed are shown in the second attachment.

Bryant Nodine will be available to present the item and answer questions.

HOW THIS RELATES TO SUPERINTENDENT'S GOAL(S): This item supports the goals of Student Enrollment and Desegregation as related to the Unitary Status Plan.

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LEGAL CONSIDERATIONS:

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the Agreement after approval:

For amendments to current IGAs, Initiator provides original IGA recording number:

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Legal Advisor Signature (if applicable)

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BUDGET CONSIDERATIONS:

☐ District Budget  
☐ State/Federal Funds  
☐ Other  
Budget Cost      Budget Code

Budget Certification (for use by Office of Financial Services only):

Date

I certify that funds for this expenditure in the amount of \$ are available and may be:

Authorized from current year budget

Authorized with School Board approval

Coversheet

Code: Fund:

INITIATOR(S):

Bryant Nodine, AICP, Acting Director of Planning and  
Student Assignment

1/31/14

Name

Title

Date

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:


ATTACHMENTS:

Click to download

 [Revised Policy JC](#) [Policy JC Implementation of USP and State Law](#)

TUCSON UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM  
CONTINUATION SHEET

 Tucson, Arizona <b>GOVERNING BOARD POLICY</b>	POLICY TITLE: School Attendance Boundaries
	POLICY CODE: JC
	LEAD DEPARTMENT: <u>Planning and Student Assignment</u>

**Deleted:** School Community Services

The attendance boundary for each school in the District will be established by the Governing Board and is subject to change. All schools in the District shall have an attendance boundary unless the District has specifically designated a school to have no attendance boundary. Each student will be assigned to an attendance boundary school based upon the student's legal residence. Students will attend school in the attendance zone in which their respective residences are located, their neighborhood schools. Exceptions to this policy may be made for open enrollment, state and federal laws, special placements based on Individualized Educational Programs, disciplinary actions, specific curricular programs such as Magnet schools/programs, pipeline schools, and in the case of homeless students, continued attendance in their school of origin.

The Governing Board recognizes that the proposed adoption of attendance boundaries or change in existing attendance boundaries is a topic which will generate much concern and interest by all who may be affected. Therefore, procedures to notify affected parties are delineated in this policy.

The Superintendent shall present recommended boundary changes and/or alternatives for boundary changes to the Governing Board. These recommendations will be made after the Superintendent has:

1. evaluated the proposed changes relative to objectives established by the District;
2. proposed and evaluated various scenarios in an effort to desegregate schools; and,
3. held public meetings to discuss proposed changes and hear public comments regarding such changes.

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The Governing Board shall conduct at least one public meeting at which the proposed maps of boundary changes are displayed and public comments heard.

### Public Meetings and Public Hearings

Parents and guardians of students and residents of the households to be affected by the proposals being discussed shall be notified in the following manner at least one week prior to any public meeting:

- TUSD website,
- Notices posted at the affected schools, and

- Press release.

These notices shall include a referral to the TUSD website where proposed maps may be reviewed and to another district location where the proposed maps may be viewed.

Following Board action, parents, guardians and residents affected by a boundary change decision will be informed by means of the minutes and other school and District communications as well as bulk mail to all landowners in the affected boundaries. This notice will also be placed on the District's web site.

Within ninety (90) days of the adoption of a boundary change by the Governing Board, attendance boundaries will be updated, made available to the public and placed on a District website. A direct link to the School District's attendance boundaries will be sent to the Department of Real Estate. If the boundary changes adopted by the Governing Board affect any school built on land donated to the District within the past five (5) years, the entity which donated the land will be informed of the Board's decision.

The Superintendent will develop the specific procedures necessary to implement the actions, notification, and documentation required by this policy. The Superintendent's procedures for determining a recommendation to bring forward to the Governing Board shall include a process for public meetings and comments regarding proposed boundary changes.

Adopted: February 11, 2014  
Revision:  
Review:

Deleted: January

Deleted: 29, 2008

**LEGAL REF.:** A.R.S. §15-341 A.38; 20 U.S.C. 9532 No Child Left Behind; 42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001

Deleted: (A)(41)

**CROSS REF:** JC – School Attendance Zones  
JF – Student Admissions  
JFABD – Admission of Homeless Students  
JFB – Enrollment and School Choice

Deleted: :

Deleted: Policy 5091, 5095

**Replaces TUSD Policy:** None

## **Relationship of Policy JC to Unitary Status Plan and Arizona Revised Statutes Requirements**

### Unitary Status Plan

TUSD Policy JC implements the requirements of the Unitary Status Plan, particularly:

*II.D.1: All schools in the District shall have an attendance boundary unless the District has specifically designated a school to have no attendance boundary.*

Wording added verbatim.

*II.D.2: ...the District shall propose and evaluate various scenarios with, at minimum, the Plaintiffs and the Special Master in an effort to increase the integration of its schools.*

Wording added without reference to the Plaintiffs and Special Master, which meets the objectives of the USP with language that will be effective over the long-term.

Consistent with counsel's direction we also changed "integration" to "desegregation".

Other applicable requirements of The USP are more specifically procedural and will, therefore, be included in a revised Policy Regulation JC-R.

### Arizona Revised Statutes

This policy also implements the requirements of ARS 15-341.A.38, which states:

*Prescribe and enforce policies and procedures regarding changing or adopting attendance boundaries that include the following components:*

*(a) A procedure for holding public meetings to discuss attendance boundary changes or adoptions that allows public comments.*

The Superintendent shall present recommended boundary changes and/or alternatives for boundary changes to the Governing Board. These recommendations will be made after the Superintendent has: 1) evaluated the proposed changes relative to objectives established by the District per the Unitary Status Plan; and 2) held public meetings to discuss proposed changes and hear public comments regarding such changes.

The Governing Board shall conduct at least one public meeting at which the proposed maps of boundary changes are displayed and public comments heard.

*(b) A procedure to notify the parents or guardians of the students affected.*

Parents and guardians of students and residents of the households to be affected by the proposals being discussed shall be notified in the following manner at least one week prior to any public meeting:

- TUSD website,
- Notices posted at the affected schools, and
- Press release.

These notices shall include a referral to the TUSD website where proposed maps may be reviewed and to another district location where the proposed maps may be viewed.

*(c) A procedure to notify the residents of the households affected by the attendance boundary changes.*

See above.

*(d) A process for placing public meeting notices and proposed maps on the school district's website for public review, if the school district maintains a website.*

See above.

*(e) A formal process for presenting the attendance boundaries of the affected area in public meetings that allows public comments.*

See above.

*(f) A formal process for notifying the residents and parents or guardians of the affected area as to the decision of the governing board on the school district's website, if the school district maintains a website.*


Following Board action, parents, guardians and residents affected by a boundary change decision will be informed by means of the minutes and other school and District communications as well as bulk mail to all landowners in the affected boundaries. This notice will also be placed on the District's web site.

*(g) A formal process for updating attendance boundaries on the school district's website within ninety days of an adopted boundary change. The school district shall send a direct link to the school district's attendance boundaries website to the department of real estate.*

Within ninety (90) days of the adoption of a boundary change by the Governing Board, attendance boundaries will be updated, made available to the public and placed on a District website. A direct link to the School District's attendance boundaries will be sent to the Department of Real Estate.

*(h) If the land that a school was built on was donated within the past five years, a formal process to notify the entity who donated the land affected by the decision of the governing board.*

If the boundary changes adopted by the Governing Board affect any school built on land donated to the District within the past five (5) years, the entity which donated the land will be informed of the Board's decision.

 <b>Tucson, Arizona</b> <b>GOVERNING BOARD POLICY</b>	POLICY TITLE: School Attendance Boundaries
	POLICY CODE: JC
	LEAD DEPARTMENT: Planning and Student Assignment

The attendance boundary for each school in the District will be established by the Governing Board and is subject to change. All schools in the District shall have an attendance boundary unless the District has specifically designated a school to have no attendance boundary. Each student will be assigned to an attendance boundary school based upon the student's legal residence. Students will attend school in the attendance zone in which their respective residences are located, their neighborhood schools. Exceptions to this policy may be made for open enrollment, state and federal laws, special placements based on Individualized Educational Programs, disciplinary actions, specific curricular programs such as Magnet schools/programs, pipeline schools, and in the case of homeless students, continued attendance in their school of origin.

The Governing Board recognizes that the proposed adoption of attendance boundaries or change in existing attendance boundaries is a topic which will generate much concern and interest by all who may be affected. Therefore, procedures to notify affected parties are delineated in this policy.

The Superintendent shall present recommended boundary changes and/or alternatives for boundary changes to the Governing Board. These recommendations will be made after the Superintendent has:

1. evaluated the proposed changes relative to objectives established by the District;
2. proposed and evaluated various scenarios in an effort to desegregate schools; and,
3. held public meetings to discuss proposed changes and hear public comments regarding such changes.

The Governing Board shall conduct at least one public meeting at which the proposed maps of boundary changes are displayed and public comments heard.

### **Public Meetings and Public Hearings**

Parents and guardians of students and residents of the households to be affected by the proposals being discussed shall be notified in the following manner at least one week prior to any public meeting:

- TUSD website,
- Notices posted at the affected schools, and
- Press release.

These notices shall include a referral to the TUSD website where proposed maps may be reviewed and to another district location where the proposed maps may be viewed.

Following Board action, parents, guardians and residents affected by a boundary change decision will be informed by means of the minutes and other school and District communications as well as bulk mail to all landowners in the affected boundaries. This notice will also be placed on the District's web site.

Within ninety (90) days of the adoption of a boundary change by the Governing Board, attendance boundaries will be updated, made available to the public and placed on a District website. A direct link to the School District's attendance boundaries will be sent to the Department of Real Estate. If the boundary changes adopted by the Governing Board affect any school built on land donated to the District within the past five (5) years, the entity which donated the land will be informed of the Board's decision.

The Superintendent will develop the specific procedures necessary to implement the actions, notification, and documentation required by this policy. The Superintendent's procedures for determining a recommendation to bring forward to the Governing Board shall include a process for public meetings and comments regarding proposed boundary changes.

Adopted: January 29, 2008  
Revision: February 11, 2014  
Review:

**LEGAL REF.:** A.R.S. §15-341A.38; 20 U.S.C. 9532 No Child Left Behind; 42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001

**CROSS REF:** JF – Student Admissions  
JFABD – Admission of Homeless Students  
JFB – Enrollment and School Choice

**Replaces TUSD Policy: None**



Coversheet



## POLICY

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MEETING OF: May 27, 2014

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TITLE: Governing Board Policy JFB Enrollment and School Choice

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ITEM #: 13

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Information:

Study:

Action: X

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### PURPOSE:

Governing Board review and approval of the policy related to school choice. The changes align with the USP by replacing the former school-choice enrollment procedures with the procedures in the Admissions Process for Oversubscribed Schools as approved by the Governing Board in December 2013.

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### STATEMENT OF POLICY:

Each student shall be assigned to an attendance zone school based on the student's legal address. If a student does not apply to another school or accept pipeline placement, the student will automatically be assigned to his or her attendance zone school.

This Policy shall align with the Unitary Status Plan.

Yousef Awwad will be available to respond to questions.

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### KEY POINTS ABOUT THE POLICY:

A student wishing to enroll at a school other than his or her attendance zone school may apply to another school by filing an application to a magnet school/program or to any school through open enrollment, or they may accept placement into a pipeline school if they are already enrolled in a school on that pipeline track.

Specific aspects of the application process, including dates and enrollment forms, are developed in supporting regulations and exhibits.

Students will be placed at a school if capacity is available at that school and they will be placed to meet integration targets established to move each school and grade closer to the ethnic/racial composition of the District. District resident pupils will be placed before pupils that reside outside the District.

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### REPLACES WHAT POLICY:

The current Policy JFB

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### EXECUTIVE SUMMARY:

The opening and closing sections of the policy incorporate the Arizona School Board Association model language; the Assignment section has been revised to align with the Unitary Status Plan and the Admissions Process for Oversubscribed schools approved by the Governing Board on December 10, 2013.

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Coversheet

OTHER POLICIES IMPACTED:

WHO HAS REVIEWED THE POLICY:

Legal Counsel  
 Director of Desegregation  
 District Leadership

LEGAL CONSIDERATIONS:

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the Agreement after approval:

For amendments to current IGAs, Initiator provides original IGA recording number:

\_\_\_\_\_  
 Legal Advisor Signature (if applicable)

BUDGET CONSIDERATIONS:

\_\_\_\_\_ District Budget  
 \_\_\_\_\_ State/Federal Funds  
 \_\_\_\_\_ Other

Budget Cost      Budget Code

INITIATOR(S):

Bryant Nodine, AICP, Director of Planning and Student  
 Assignment

5/19/2014

Name

Title

Date

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:


**ATTACHMENTS:**

Click to download

 [Draft Policy JFB \(final version\)](#)
 [Draft Policy JFB \(redline version\)](#)
 [Information on Application Closing Dates](#)

TUCSON UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM  
 CONTINUATION SHEET

 Tucson, Arizona <b>GOVERNING BOARD POLICY</b>	POLICY TITLE: School Attendance Boundaries
	POLICY CODE: JC-R
	LEAD DEPARTMENT: Planning and Student Assignment

**Purpose:** To provide guidelines for boundary changes that address the demographic, facility and educational aspects of the District for the next 5 to 10 years. The process for these changes shall include the notification and involvement of stakeholders to help improve decisions and create support for the boundary changes.

**Review of Attendance Boundaries:** The Superintendent shall direct a review of attendance boundaries when the District:

- a. opens a new school;
- b. closes, repurposes, or consolidates a school;
- c. alters the capacity of a school;
- d. designates a school without an attendance boundary;
- e. identifies oversubscribed schools; or,
- f. in other situations where a boundary change is indicated to, among other things, balance enrollment with capacity, allow a change in academic programs, meet fiscal objectives or desegregate schools.

**Criteria for Drawing Attendance Boundaries:** When the District creates and evaluates attendance boundaries, it shall consider the following:

- a. demographics (i.e., race, ethnicity, current and projected enrollment, current and project development patterns, socioeconomic status)
- b. targeted operating capacities
- c. current and planned instructional programs
- d. compactness of the attendance area and distance to schools
- e. physical barriers and subdivision/neighborhood boundaries
- f. effects on school desegregation
- g. student transportation
- h. feeder patterns
- i. previous, recent boundary changes affecting the area
- j. fiscal impacts

In applying these criteria, the District shall propose and evaluate various options in an effort to desegregate schools.

**Superintendent's Committee:** The Superintendent will establish two committees:

1. an advisory committee of staff and external professionals to guide the boundary committee by conducting a preliminary evaluation of potentially affected areas, establishing a framework for the project, and developing a range of options based on the criteria for drawing attendance boundaries set forth above; and
2. a boundary committee of staff and community members to review options and make recommendations to the Superintendent for attendance boundary changes.

### **Criteria for Selecting Boundary Committee Members**

Committee members should meet one or more of the following criteria:

- a. Be a TUSD parent
- b. Represent a reasonable mix of the diversity and ethnicity of the affected communities
- c. Be a staff member of one of the schools in the potentially affected areas
- d. Be an interested member of the community

### **Roles and Responsibilities of the Boundary Committee Members**

Committee members shall:

- a. Attend all committee meetings and public meetings hosted by the committee
- b. Be familiar with the framework, including:
  - i. scope and objectives of the project
  - ii. roles and responsibilities of the committee
  - iii. schedule for boundary committee and public meetings
  - iv. community notification means and requirements
  - v. criteria for evaluating boundary changes
- c. Review background data relative to the criteria (see above) for drawing attendance boundaries, such as demographics, attendance patterns, etc.
- d. Become familiar with the affected areas/communities through self-directed tours and study
- e. Create recommendations that equitably address enrollment growth and adequately consider the criteria set forth above.
- f. Prepare for and hold public meetings; help to facilitate public input
- g. Review public meeting results and refine boundary recommendations
- h. Prepare a report of recommendations for the Superintendent

The District shall take notes at all Boundary Committee meetings; these with any supporting documents and any committee reports will be available for public review.

## **Public Meetings**

The Boundary Committee will hold at least one public meeting in each potentially affected area/region at which they will discuss attendance boundary changes and engage the public in an evaluation of options

### Notification

These meetings will be announced at least one week prior to the date of the meeting by press releases, notices posted at schools within the potentially affected areas, and the TUSD website. These notices shall include a referral to the TUSD website and to another district location, both of which will include the proposed boundary maps.

### Conduct

At the public meeting(s), the boundary committee will present its findings and the public will have an opportunity to evaluate the options through small-group processes or surveys. The public will also be asked to submit comment cards to be included, with the results of small-group sessions or surveys, in the committee's report to the Superintendent.

## **Unitary Status Plan Review Requirements**

The District will prepare Desegregation Impact Analyses for any options to be presented to the Governing Board. After Governing Board approval of boundary changes, the District shall prepare a Notice and Request for Approval per Section X.C of the USP.

## **Following Board Action**

### Boundary Committee Notification

Following Board action, the District will notify the Boundary Committee members of the Board's decision and disband the committee.

### Public Notification

Following Board action, when all necessary approvals have been granted, parents and guardians of students residing in the areas affected by boundary changes will be informed of the decision by means of the minutes, bulk mail to addresses in student records and other school and District communications. Landowners in the affected boundaries will also be notified by bulk mail and a notice will be placed on the District's web site.

### Boundary Maps and Other Notification

Within ninety (90) days of the adoption of a boundary change by the Governing Board, and when all necessary approvals have been granted, attendance boundaries will be updated, made available to the public and placed on a District website. A direct link to the School District's attendance boundaries will be sent to the Department of Real Estate and the Tucson Association of Realtors. Digital maps will be provided to the Pima County GIS Department, TUSD Transportation Department and to the GIS server


accessed by Mojave programmers. A direct link or hard copy maps will be provided to School Community Services, Leadership Offices and affected school principals.

If the boundary changes adopted by the Governing Board affect any school built on land donated to the District within the past five (5) years, the entity which donated the land will be informed of the Board's decision.

Reviewed: January 6, 2014

Revision: February 7, 2014 (Friday Report)

**LEGAL REF.:** A.R.S. §15-341, 20 U.S.C. 9532 No Child Left Behind; 42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001

 <p><b>GOVERNING BOARD POLICY</b></p>	POLICY TITLE: Open Enrollment and School Choice
	POLICY CODE: JFB

The District has an open-enrollment program as set forth in A.R.S. 15-816 et seq. The open enrollment program described in this policy shall be placed on the District website and made available to the public on request.

No tuition shall be charged for open enrollment, except as authorized by applicable provisions of A.R.S. 15-764, 15-797, 15-823, 15-824, and 15-825.

## Definitions

*District resident pupil* means all students who reside within the school district boundaries.

*Resident transfer pupil* means a resident pupil who is enrolled in or seeking enrollment in a school that is within the school district but outside the attendance area of the pupil's residence.

*Nonresident pupil* means a pupil who resides in this state and who is seeking enrollment in a school district other than the school district in which the pupil resides

## Enrollment Options

District resident pupils may enroll in another school district or in another school within this District. Resident transfer pupils and nonresident pupils may enroll in schools within this District, subject to the procedures that follow

## Information and Application

The Superintendent shall prepare a written information packet concerning the District's application process, standards for acceptance or rejection, and policies, regulations, and procedures for open enrollment. The packet will be made available to everyone who requests it.

The information packet shall include the enrollment application form and shall advise applicants by what date they must submit enrollment applications to be considered for priority enrollment for the following school year.

## **Capacity**

The Superintendent shall annually estimate how much excess capacity may exist to accept transfer pupils. The estimate of excess capacity shall be made for each school and grade level.

## **Assignment**

Each student shall be assigned to an attendance zone school based on the student's legal address. If a student does not file an open enrollment/magnet application, the student will automatically be assigned to his or her attendance zone school.

A student wishing to enroll at a school other than his or her attendance zone school may apply to one of the following school choices:

- **Magnet Schools/Programs**

Magnet Schools/Programs offer a specialized curriculum to a student body representing a cross section of the community and reflecting its diversity. The District may establish entrance criteria for Magnet Schools/Programs, and only those students who meet the criteria shall be eligible to attend these schools or programs. Applications from eligible students for magnet schools will be accepted pursuant to the same rank-ordered priorities shown in Open Enrollment below.

- **Pipeline Schools**

Pipeline Schools are K – 12<sup>th</sup> grade schools designed to enable students to continue a theme or magnet program throughout their educational career. Students enrolled in an elementary or middle school identified on JFB – E 2, Identified Pipeline Schools, will be automatically eligible to attend the associated pipeline middle or high school upon promotion from the student's current school and will be placed in that school if the student, parent or guardian accepts that placement.

- **Open Enrollment**

If a student wants to attend a TUSD school other than that student's attendance zone school, but not a magnet school/program, the student may apply to that school through open enrollment. Applications for open enrollment will be accepted pursuant to these rank-ordered priorities.

1. District resident pupils who are siblings of students currently enrolled at the requested school.



2. District resident pupils who live in the attendance zone of a racially concentrated school and whose enrollment at the receiving school will help that school meet integration targets.
3. District resident pupils whose enrollment at the receiving school will help that school meet integration targets.
4. All other District resident pupils.
5. Non-resident pupils who are siblings of students currently enrolled at the requested school.
6. Non-resident pupils whose enrollment at the receiving school will help that school meet integration targets.
7. All other non-resident pupils.

Students who are not accepted into magnet schools, magnet programs, or open enrollment will be placed in a waiting pool and considered for acceptance when space becomes available. Placement will be made according to the priorities listed above.

### **Admission Standards**

A pupil who has been expelled, or is in the process of being expelled, by any school district in this state or who is not in compliance with a condition of disciplinary action imposed by any other school or school district or with a condition imposed by the juvenile court shall not be admitted. Acceptance for enrollment may be revoked upon finding the existence of any of these conditions.

### **Notification**


The District shall notify the emancipated pupil, parent, or legal guardian in writing whether the applicant has been accepted, placed on a waiting list pending the availability of capacity, or rejected.

As provided by A.R.S. 15-816.07, the District and its employees are immune from civil liability for decisions relative to the acceptance or rejection of the enrollment of a nonresident pupil when the decisions are based on good faith application of this policy and the applicable statutory requirements and standards

Adopted: August 4, 2010 (corrected wording)  
Revised: October 18, 2012 (updated legal ref only)  
Revised: May 27, 2014

**LEGAL REF.:** A.R.S. §15-341  
§15-816  
§15-816.01  
§15-823  
§15-824  
§15-825

**CROSS REF:** Policy AC – Non-Discrimination; Policy JB – Equal Educational Opportunities and Anti-Harassment; Policy JC – Student Attendance Boundaries; Policy JE – Student Attendance

 <b>GOVERNING BOARD POLICY</b>	POLICY TITLE: <u>Open</u> Enrollment and School Choice
	POLICY CODE: JFB

The District has an open-enrollment program as set forth in A.R.S. 15-816 *et seq.* The open enrollment program described in this policy shall be placed on the District website and made available to the public on request.

No tuition shall be charged for open enrollment, except as authorized by applicable provisions of A.R.S. 15-764, 15-797, 15-823, 15-824, and 15-825.

### **Definitions**

*District resident pupil* means all students who reside within the school district boundaries.

*Resident transfer pupil* means a resident pupil who is enrolled in or seeking enrollment in a school that is within the school district but outside the attendance area of the pupil's residence.

*Nonresident pupil* means a pupil who resides in this state and who is seeking enrollment in a school district other than the school district in which the pupil resides

### **Enrollment Options**

District resident pupils may enroll in another school district or in another school within this District. Resident transfer pupils and nonresident pupils may enroll in schools within this District, subject to the procedures that follow

### **Information and Application**

The Superintendent shall prepare a written information packet concerning the District's application process, standards for acceptance or rejection, and policies, regulations, and procedures for open enrollment. The packet will be made available to everyone who requests it.

The information packet shall include the enrollment application form and shall advise applicants by what date they must submit enrollment applications to be considered for priority enrollment for the following school year.

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**Deleted:** for priority enrollment on or before December 15 of each year

**Capacity**

The Superintendent shall annually estimate how much excess capacity may exist to accept transfer pupils. The estimate of excess capacity shall be made for each school and grade level.

**Assignment**

Each student shall be assigned to an attendance zone school based on the student's legal address. If a student does not file an open enrollment/magnet application, the student will automatically be assigned to his or her attendance zone school.

A student wishing to enroll at a school other than his or her attendance zone school may apply to one of the following school choices:

**Deleted:** Middle school attendance zones are comprised of several elementary school attendance zones. High school attendance zones are comprised of several middle school attendance zones.

**Deleted:** A student may be enrolled at any school in the District, subject to administrative regulations relating to open enrollment or magnet schools/programs.¶

- Magnet Schools/Programs**

Magnet Schools/Programs offer a specialized curriculum to a student body representing a cross section of the community and reflecting its diversity. The District may establish entrance criteria for Magnet Schools/Programs, and only those students who meet the criteria shall be eligible to attend these schools or programs. Applications from eligible students for magnet schools will be accepted pursuant to the same rank-ordered priorities shown in Open Enrollment below.

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**Deleted:** Students wishing to be

**Deleted:** to attend these

**Deleted:** must meet

**Deleted:** entrance criteria established by the district

- Pipeline Schools**

Pipeline Schools are K – 12<sup>th</sup> grade schools designed to enable students to continue a theme or magnet program throughout their educational career. Students enrolled in an elementary or middle school identified on JFB – E 2, Identified Pipeline Schools, will be automatically eligible to attend the associated pipeline middle or high school upon promotion from the student's current school and will be placed in that school if the student, parent or guardian accepts that placement.

**Deleted:** , unless the student enrolls at another school

- Open Enrollment**

If a student wants to attend a TUSD school other than that student's attendance zone school, but not a magnet school/program, the student may apply to that school through open enrollment. Applications for open enrollment will be accepted pursuant to these rank-ordered priorities.

**Deleted:** chooses

**Deleted:** nor pipeline school

**Deleted:** any

**Deleted:** school

1. District resident pupils who are siblings of students currently enrolled at the requested school.

**Deleted:** Applications for open enrollment will be accepted pursuant to these rank-ordered priorities.¶

**Deleted:** TUSD

**Deleted:**

2. District resident pupils who live in the attendance zone of a racially concentrated school and whose enrollment at the receiving school will help that school meet integration targets.

**Deleted:** Students who seek to move from a school in Group A to Group C or Group C to Group A

3. District resident pupils whose enrollment at the receiving school will help that school meet integration targets.

**Deleted:** ¶  
3. Students who seek to move from a school in Group A to Group B, or Group B to Group A, or from Group B to Group C, or Group C to Group B.¶  
¶  
4. Students who seek to move from one school to another within the same group.¶  
¶  
5. Non-TUSD resident

4. All other District resident pupils.

5. Non-resident pupils who are siblings of students currently enrolled at the requested school.

6. Non-resident pupils whose enrollment at the receiving school will help that school meet integration targets.

**Deleted:** 6. Students who do not reside in TUSD.¶

7. All other non-resident pupils.

Students who are not accepted into magnet schools, magnet programs, or open enrollment will be placed in a waiting pool and considered for acceptance when space becomes available. Placement will be made according to the priorities listed above.

### Admission Standards

A pupil who has been expelled, or is in the process of being expelled, by any school district in this state or who is not in compliance with a condition of disciplinary action imposed by any other school or school district or with a condition imposed by the juvenile court shall not be admitted. Acceptance for enrollment may be revoked upon finding the existence of any of these conditions.

### Notification

The District shall notify the emancipated pupil, parent, or legal guardian in writing whether the applicant has been accepted, placed on a waiting list pending the availability of capacity, or rejected.

As provided by A.R.S. 15-816.07, the District and its employees are immune from civil liability for decisions relative to the acceptance or rejection of the enrollment of a nonresident pupil when the decisions are based on good faith application of this policy and the applicable statutory requirements and standards

Adopted: August 4, 2010 (corrected wording)  
Revised: October 18, 2012 (updated legal ref only)  
Revised: May 27, 2014

<b>LEGAL REF.:</b>	A.R.S. <u>§15-341</u>	
	<u>§15-816</u>	<b>Deleted:</b> . . .
	<u>§15-816.01</u>	<b>Deleted:</b> . . .
	<u>§15-823</u>	<b>Deleted:</b> ¶
	<u>§15-824</u>	
	<u>§15-825</u>	
<b>CROSS REF:</b> Policy <u>AC – Non-Discrimination</u> ; Policy <u>JB – Equal Educational Opportunities and Anti-Harassment</u> ; Policy <u>JC – Student Attendance Boundaries</u> ; Policy <u>JE – Student Attendance</u>		<b>Deleted:</b> Zones
		<b>Deleted:</b> ; Policy IKE - Promotion, Retention, and Acceleration; Policy JB – Equal Educational Opportunities; Policy EEA – Student Transportation Policy; Policy AC - Discrimination

### **Information on the Priority Window for School Choice Applications**

This past year, from November 1 to December 15, parents applied for magnet schools or open enrollment and were included in the first selection lottery. Parents may submit applications throughout the year, but submitting them in time for the first lottery provides students with a greater probability of being accepted to an oversubscribed school. Thus, this range of dates is known as the “priority window” for school choice applications.

At the May 13 Board meeting on Policy JFB, the question came up: Why do we close the priority window on December 15?

There are two aspects to the decision on the dates to use for the priority window:

1. TUSD wants to provide certainty, as early as possible, for parents/students that they will be accepted to high-demand schools. When parents enroll their children before the holiday break, staff has the opportunity to process thousands of applications and to run the lottery in time for placement letters to go out in January or early February. With a later closing date the District runs the risk of losing students whose applications have been accepted elsewhere.
2. TUSD also wants to prepare as early as possible for the next school year. The District must have time to use the school-choice placement information to project enrollments, develop budgets, develop master schedules and hire staff. The District is now completing these earlier in the year to improve our ability to hire the best teachers.

Though this provides the rationale for the recommended dates, the specific application closing date has now been removed from Policy JFB. That date is specific to implementation of the policy—to funding, hiring and the development of master schedules—and it may change from year to year. Thus, it will be addressed in a subsequent revision to the regulation JFB-R and related exhibits.